



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division

Division Manager

CL 30 - \$62,886 - \$78,635 to start

Announcement No. 03-06 Position Closes: Open Until Filled Available: Immediately

Representative Duties

The Division Manager manages and oversees the full range of Clerk's Office duties performed in the Tampa office, one of five geographically separate divisions of the Clerk's Office for the Middle District of Florida. Oversees staff responsible for intake, civil and criminal docketing, appeals, jury and courtroom operations, in addition to regional finance, procurement, human resources, and space and facilities functions. Responsible for coordinating all activities involving courtrooms and related matters; reviewing work performed by deputy clerks to insure implementation of standardized procedures; setting priorities and deadlines for completion of work assignments by staff; evaluating work performance of subordinate supervisors and recommends personnel actions concerning those supervisors and other staff.

The position reports directly to the Chief Deputy of Operations in Orlando, and manages a staff of approximately 47 deputy clerks and court reporters serving 7 district judges and 5 magistrate judges in the Tampa division.

Works closely with the Clerk, the Chief Deputy of Operations and the other division managers to create and implement policies and procedures to enhance the development, implementation and evaluation of administrative processes to improve case flow, courtroom services, and general operations. The incumbent provides direction and leadership to the staff, and will advise staff on all management strategies, goals and objectives. Acts as liaison from the Clerk's Office to the district and magistrate judges, attorneys, other court/government agencies, and the general public.

Minimum Qualification Requirements

Candidates must possess a minimum of six (6) years of previous work experience as follows: three (3) years of responsible administrative, professional or other responsible experience which provided an opportunity to gain a general knowledge of management practices and administrative processes, skill in simultaneously handling multiple projects, issues and responsibilities and the ability to exercise sound judgment; and three (3) years of progressively responsible supervisory or management experience, with responsibility for directing the work of others. Must possess outstanding leadership, organizational, project management and human relations skills, and excellent written and oral communication skills.

A bachelor's degree in business, public or judicial administration, or related field is required. A master's degree in business, public, or judicial administration or related discipline is desirable. Preference will be given for prior experience in judicial administration and court operations.

Information for Applicants

Send 3 copies of cover letter and resume to Human Resources Manager, US District Court, Attn: 03-06, 80 N. Hughey Avenue, Rm. 300, Orlando, FL 32801. The Court will begin reviewing resumes immediately upon receipt. Facsimiles will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See reverse side for employee benefits)

* Starting salary commensurate with work exp., prior pay history, and previous federal government exp.

Applicants must be U.S. citizen or eligible to work in the United States
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of seven million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.